QUICK REFERENCE CARD

Employees can save a time entry as a favorite and use it again and again in the My Timesheet tile. Creating and using favorites is optional.

PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.

My Timesheet
Manage working time

⏱ 18

Missing Days

Create a Favorite

1. To create a favorite, **click a date on the calendar** that you need to enter working time for.

MON	TUE	WED	THU	FRI
25	26	27	28	29

2. Click the **Create** button in the bottom right corner. `Create`

3. In the **From** text box, **enter the start time** you would like to save in the favorite.

4. In the **To** text box, **enter the end time** you would like to save in the favorite. Start and end times need to be entered using the 12 hour clock.

5. If the Time Assignment section is not expanded, **click the arrow to expand it.**

6. Click the **Attendance/Absence Type** drop-down menu and **select the attendance type** you would like to save in the favorite.

7. Click the **Favorites** button in the bottom right corner.

Time entry for Jun 27

Time: 08:30 AM   12:00 PM
Note:

∨ Time Assignment

Att./Absence type: Attendance hours (1000)

Submit   Cancel   Reset   Favorites

8. Select **Save as Favorite.** `Save as Favorite`

9. In the **Add Favorite** window, **enter a name for the favorite.**

10. **Check the box beside Save With Time.** If you do not check this box, it will only save the attendance type selected.

11. Click **Save** to save the favorite. Click **Cancel** if you need to make changes.

12. At this point, you can either click the **Submit** button to submit the time you entered for the date selected, or click **Cancel** to return to the previous screen.

Add Favorite

Favorite Name:

Typical Morning Hours
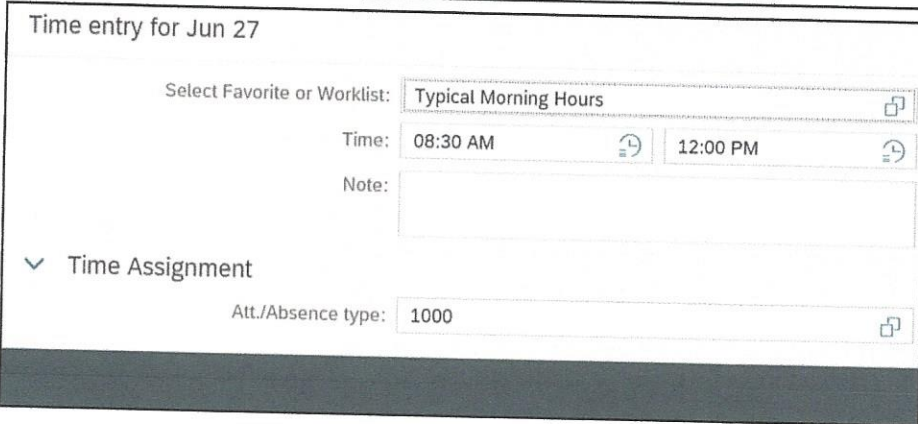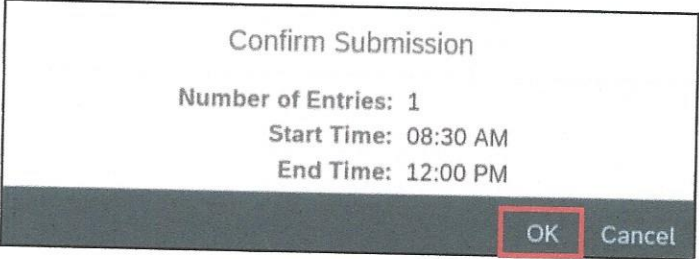
☑ Save With Time

Save   Cancel

CREATE AND USE WORKING TIME FAVORITES

SCEIS CENTRAL

PROCESS

Use a Favorite to Enter Working Time

1. **Click the date(s) on the calendar** that you need to enter working time for.

MON	TUE	WED	THU	FRI
25	26	27	28	29

2. Click the **Create** button in the bottom right corner.   Create

3. Click in the **Select Favorite or Worklist** drop-down field.

   Select Favorite or Worklist: [_____]

4. Select the **Favorite** you would like to use for this date.

   Typical Morning Hours
   Attendance hours   08:30 AM - 12:00 PM

5. Notice that the **From and To times** are populated with your saved favorite information along with the **attendance type.**

   Time entry for Jun 27

   Select Favorite or Worklist: Typical Morning Hours

   Time: 08:30 AM   12:00 PM

   Note:

   ∨ Time Assignment

   Att./Absence type: 1000

6. Click the **Submit** button to send the time entry to your supervisor for approval.   Submit

7. Click the **Cancel** button to cancel the entry go back to the previous screen.

8. Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.

9. Once you click the Submit button, the **Confirm Submission** window will appear. Be sure to check the **Number of Entries field.** The number should match the number of days you selected. The time you entered will be submitted for each date you selected.

   Confirm Submission

   Number of Entries: 1
   Start Time: 08:30 AM
   End Time: 12:00 PM

10. Click **OK** in the pop-up window if you are ready to submit the time to your supervisor.

    OK   Cancel

11. The time entry will now appear in the Time Assignment section. You should see that the entry is Sent for approval in the Status column.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**